

**PUBLIC NOTICE OF THE MEETING OF THE  
OWASSO PUBLIC WORKS AUTHORITY (OPWA)**

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**Council Chambers, Old Central Building  
109 North Birch, Owasso, OK 74055  
Regular Meeting  
Tuesday, December 3, 2019 – 6:30 pm**

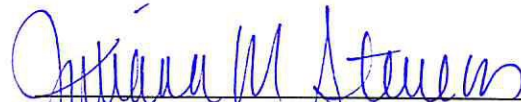
**RECEIVED**

**NOV 27 2019**

**City Clerk's Office**

1. **Call to Order**  
Chair Chris Kelley
2. **Roll Call**
3. **Consideration and appropriate action relating to a request for approval of the Consent Agenda. (All matters listed under "Consent" are considered by the Trustees to be routine and will be enacted by one motion. Any Trustee may, however, remove an item from the Consent Agenda by request. A motion to adopt the Consent Agenda is non-debatable.)**
  - A. Approve minutes - November 19, 2019, Regular Meeting
  - B. Approve claims
4. **Consideration and appropriate action relating to items removed from the Consent Agenda**
5. **Report from OPWA Manager**
6. **Report from OPWA Attorney**
7. **Official Notices to Authority (documents for acknowledgment or information only, no discussion or action will be taken)**
  - Payroll Payment Reports – pay period ending date November 23, 2019
8. **New Business (New Business is any item of business which could not have been foreseen at the time of posting of the agenda)**
9. **Adjournment**

Notice of Public Meeting filed in the office of the City Clerk on December 14, 2019, and the Agenda posted at City Hall, 200 South Main Street, at 6:00 pm on Wednesday, November 27, 2019.

  
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Juliann M. Stevens, City Clerk

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*The City of Owasso encourages citizen participation. To request an accommodation due to a disability, contact the City Clerk at least 48 hours prior to the scheduled meeting by phone 918-376-1502 or by email to [jstevens@cityofowasso.com](mailto:jstevens@cityofowasso.com)*

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# OWASSO PUBLIC WORKS AUTHORITY (OPWA)

## MINUTES OF REGULAR MEETING Tuesday, November 19, 2019

The Owasso Public Works Authority (OPWA) met in regular session on Tuesday, November 19, 2019, in the Council Chambers at Old Central, 109 North Birch, Owasso, Oklahoma per the Notice of Public Meeting filed December 14, 2018, and the Agenda filed in the office of the City Clerk and posted at City Hall, 200 South Main Street, at 6:00 pm on Friday, November 15, 2019.

### 1. Call to Order

Chair Chris Kelley called the meeting to order at 7:32 pm.

### 2. Roll Call

Present

Absent

Chair – Chris Kelley

Vice Chair – Bill Bush

Trustee – Doug Bonebrake

Trustee – Lyndell Dunn

Trustee – Kelly Lewis

A quorum was declared present.

Staff:

Authority Manager – Warren Lehr

Authority Attorney - Julie Lombardi

### 3. Consideration and appropriate action relating to a request for approval of the Consent Agenda. (All matters listed under "Consent" are considered by the Authority to be routine and will be enacted by one motion. Any Trustee may, however, remove an item from the Consent Agenda by request. A motion to adopt the Consent Agenda is non-debatable.)

- A. Approve minutes - November 5, 2019, and November 12, 2019, Regular Meetings
- B. Approve claims

Ms. Lewis moved, seconded by Mr. Dunn to approve the Consent Agenda with claims totaling \$525,033.19.

YEA: Bonebrake, Dunn, Lewis, Kelley

NAY: None

Motion carried: 4-0

### 4. Consideration and appropriate action relating to items removed from the Consent Agenda

None

### 5. Report from OPWA Manager

None

### 6. Report from OPWA Attorney

None

### 7. Official Notices to Council (documents for acknowledgment or information only, no discussion or action will be taken)

The Chair acknowledged receipt of the following:

- Payroll Payment Reports – pay period ending date November 9, 2019
- Monthly Budget Status Report - October 2019

### 8. New Business (New Business is any item of business which could not have been foreseen at the time of posting of the agenda)

None

**9. Adjournment**

Mr. Dunn moved, seconded by Ms. Lewis to adjourn the meeting.

YEA: Bonebrake, Dunn, Lewis, Kelley

NAY: None

Motion carried: 4-0 and the meeting adjourned at 7:33 pm.

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Chris Kelley, Chair

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Juliann M. Stevens, Authority Clerk

## Actual Claims List - 12/3/2019

Fund	Vendor Name	Payable Description	Payment Amount
61	OPWA	CINTAS CORPORATION	FIRST AID SUPPLIES \$76.30
		CITY OF OWASSO	ADMIN OVERHEAD \$25,000.00
		HOLLON FIRE PROTECTION	ANNUAL FX INSPECTION INVO \$108.56
		JPMORGAN CHASE BANK	OFFICE DEPOT-SUPPLIES \$27.02
		JPMORGAN CHASE BANK	OWASSO CHAMBER-FEES \$90.00
		JPMORGAN CHASE BANK	SAMS-SUPPLIES \$173.86
		STANDLEY SYSTEMS, LLC	COPIER MAINTENANCE AGREEM \$286.76
		TERMINIX	PEST CONTROL \$84.00
		UNIFIRST HOLDINGS LP	UNIFORM SERVICE \$373.52
		UNITED STATES CELLULAR CORPORATION	PW CELL PHONES \$49.42
<b>OPWA ADMINISTRATION - Total</b>			<b>\$26,269.44</b>
		BANCFIRST	800469017/09B \$55,960.40
		BANCFIRST	800470015/09C \$23,361.34
		BANCFIRST	800471013/SANTA FEE \$14,375.74
		BANCFIRST	800472011/RANCH CREEK \$25,377.32
		BANCFIRST	FY19 WWTP-OWRB FAP LOAN \$84,891.80
<b>OPWA DEBT SERVICE - Total</b>			<b>\$203,966.60</b>
		CINTAS CORPORION	FIRST AID SUPPLIES \$123.12
		HOLLON FIRE PROTECTION	ANNUAL FX INSPECTION INVO \$53.00
		NATIONAL WASTE & DISPOSAL, INC.	BREAK-AWAY COMPACTOR - #1 \$544.85
		NATIONAL WASTE & DISPOSAL, INC.	HAUL CHARGE \$67.95
		TERMINIX	PEST CONTROL \$61.00
		UNIFIRST HOLDINGS LP	UNIFORM SERVICE \$53.34
<b>RECYCLE CENTER - Total</b>			<b>\$903.26</b>
		CINTAS CORPORATION	FIRST AID SUPPLIES \$110.63
		COVANTA LANCASTER, INC	LANDFILL TIPPING FEES INV \$13,531.34
		HOLLON FIRE PROTECTION	ANNUAL FX INSPECTION INVO \$192.78
		LENOX WRECKER SERVICE INC	TOW \$275.00
		LENOX WRECKER SERVICE INC	WRECKER SERVICE \$335.00
		SPOK, INC.	PAGER USE \$71.68
		UNIFIRST HOLDINGS LP	UNIFORM SERVICE \$196.80
		UNITED STATES CELLULAR CORPORATION	PW CELL PHONES \$43.65
<b>REFUSE COLLECTIONS - Total</b>			<b>\$14,756.88</b>
		JPMORGAN CHASE BANK	AMAZON-SUPPLIES \$28.99
		JPMORGAN CHASE BANK	SAMS-SUPPLIES \$8.09
		TECHNICAL PROGRAMMING SERVICES INC	BILLING SERVICES \$1,571.81
		TYRONE EUGENE DINKINS	METER READER \$1,332.00
<b>UTILITY BILLING - Total</b>			<b>\$2,940.89</b>
		BENCHMARK SURVEYING & LAND SERVICES	SURVEY SERVICES - \$9,800.00

## Actual Claims List - 12/3/2019

Fund	Vendor Name	Payable Description	Payment Amount
61	OPWA	CINTAS CORPORATION	FIRST AID SUPPLIES \$25.64
		DUKE'S ROOT CONTROL, INC	SEWER ROOT CONTROL \$18,835.24
		HOLLON FIRE PROTECTION	ANNUAL FX INSPECTION INVO \$108.56
		SPOK, INC.	PAGER USE \$52.63
		UNIFIRST HOLDINGS LP	UNIFORM SERVICE \$148.62
		WASHINGTON CO RURAL WATER DISTRICT	MORROW LS WATER \$17.82
		<b>WASTEWATER COLLECTIONS - Total</b>	<b>\$28,988.51</b>
		HAYNES EQUIPMENT COMPANY	CONTROLLER \$1,500.00
		HOLLON FIRE PROTECTION	ANNUAL FX INSPECTION INVO \$108.00
		JPMORGAN CHASE BANK	OFFICE DEPOT-SUPPLIES \$15.01
		JPMORGAN CHASE BANK	SAMS-SUPPLIES \$41.80
		SPOK, INC.	PAGER USE \$17.92
		UNIFIRST HOLDINGS LP	UNIFORM SERVICE \$171.57
		<b>WASTEWATER TREATMENT - Total</b>	<b>\$1,854.30</b>
		CINTAS CORPORATION	FIRST AID SUPPLIES \$25.63
		FELKINS ENTERPRISES, LLC	BUSINESS CARDS \$30.00
		HOLLON FIRE PROTECTION	ANNUAL FX INSPECTION INVO \$108.56
		JPMORGAN CHASE BANK	OWASSO CHAMBER-FEES \$45.00
		SPOK, INC.	PAGER USE \$72.18
		UNIFIRST HOLDINGS LP	UNIFORM SERVICE \$298.13
		<b>WATER - Total</b>	<b>\$579.50</b>
		CP&Y INC	DESIGN SERVICES \$10,331.00
		<b>WWTP UPGRADE - Total</b>	<b>\$10,331.00</b>
	<b>OPWA - Total</b>		<b>\$290,590.38</b>
67	OPWA SALES TAX	BANCFIRST	800650012/2016 NOTE \$233,743.58
		BANCFIRST	800730038/2018 NOTE \$95,003.33
		<b>OPWA STF DEBT SERVICE - Total</b>	<b>\$328,746.91</b>
	<b>OPWA SALES TAX - Total</b>		<b>\$328,746.91</b>
69	OPWA SALES TAX SUB ACCOUN	MORROW PLACE INVESTMENT GROUP LLC	DEVELOPMENT AGREEMENT \$4,509.14
		<b>OPWA ST SUB - DEBT SERV - Total</b>	<b>\$4,509.14</b>
	<b>OPWA SALES TAX SUB ACCOUN - Total</b>		<b>\$4,509.14</b>
	<b>OPWA Grand Total</b>		<b>\$623,846.43</b>

OWASSO PUBLIC WORKS AUTHORITY  
PAYROLL PAYMENT REPORT  
PAY PERIOD ENDING DATE 11/23/19

<u>Department</u>	<u>Payroll Expenses</u>	<u>Total Expenses</u>
400 OPWA Administration	14,897.05	17,894.62
405 Utility Billing	6,448.02	7,778.49
420 Water	16,103.10	19,378.92
450 Wastewater	12,499.00	15,050.57
455 Wastewater Collection	12,789.05	15,405.28
480 Refuse	14,547.76	17,505.79
485 Recycle Center	2,335.20	2,809.61
<u>FUND TOTAL</u>	<u>79,619.18</u>	<u>95,823.28</u>